

FORM NO. 34-14
AUG 1949

Approved For Release 2005/12/14 : CIA-RDP78-04914A000100140004-5

REPORT OF ESTIMATED OBLIGATIONS

| OFFICE AND LOCATION | | APPROPRIATION SYMBOL | | ALLOTMENT ACCOUNT | | FISCAL YEAR | | | | |
|---------------------|-------|---|--------------|-------------------------|----------------------|---------------------------|----------------------------|----------------------------|------------------------------|-----------------|
| | TOTAL | PERSONAL SERVICES 01 | TRAVEL 02 | TRANSP. OF THINGS 03 | COMM. SERVICES 04 | RENTS AND UTILITIES 05 | PRINTING AND BINDING 06 | CONTRACTUAL SERVICES 07 | SUPPLIES AND MATERIALS 08 | EQUIPMENT 09 |
| JUL | | | | | | | | | | |
| AUG | | | | | | | | | | |
| SEP | NOTE: | This form has been revised as of Jan 1950--Supply of revised forms not on hand at present-- | | | | | | | | |
| | | No material changes. | | | | | | | | |
| OCT | | | | | | | | | | |
| NOV | | | | | | | | | | |
| DEC | | | | | | | | | | |
| JAN | | | | | | | | | | |
| FEB | | | | | | | | | | |
| MAR | | | | | | | | | | |
| APR | | | | | | | | | | |
| MAY | | | | | | | | | | |
| JUN | | | | | | | | | | |
| TOTAL | | | | | | | | | | |
| REMARKS: | | | | | | | SIGNATURE | | | |
| | | | | | | | TITLE | | | |

(SEE INSTRUCTIONS ON REVERSE)

(RESTRICTED) CONFIDENTIAL

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INSTRUCTIONS

1. Maintain this Record in triplicate. The original and one copy must be forwarded to the Budget and Finance Branch, Washington, D. C. so as to arrive not later than fifteen days after the close of the month. The other copy should be retained for use in your office.
2. Use a separate sheet for each object classification under a particular appropriation and allotment account and start a new set of sheets each month.
3. Requisitions on the Services Branch, Washington, D. C., for supplies and materials to be delivered from Washington should not be listed on this Record.
4. Legend of the Record:
 - Date - Show posting date of obligation or adjustment. Obligations should be posted as incurred.
 - Reference - Show number of the requisition, contract, purchase order, etc. Also make a brief notation or abbreviation so that the type of transaction can be identified.
 - Description - Show item(s) being obligated. If several items are included on the obligation, list the first item and follow it with, "etc.". Also indicate the source of supply, i.e., War Dept. or local vendor. Use more than one line if necessary.
 - Amount - Enter the amount of the obligation to the nearest dollar. If the item recorded is a payment for which a previous obligation was not listed, show the amount of the payment.
 - Adjustments - Previously recorded obligations will be adjusted in this column when actual cost data is obtained, or when a more accurate obligation amount is available. Since the "Reference" and "Adjustments - Date" will identify the original entry, the space under "Description" should be used to explain briefly the reason for adjusting the obligation.
 - Adjustments - Date - Show the original entry date of the obligation being adjusted.
 - Adjustments - Amount - Enter only the difference between the original estimate and the adjusted amount of the obligation. Also show whether the adjustment is an increase or decrease.
 - Remarks - This space should be left blank on the Washington Office copies so that it can be used to show liquidations and/or adjustments of original entries. This space may be used -- for similar purposes on your copy of the Record.

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INSTRUCTIONS

1. This report must be prepared quarterly. The original and one copy must be forwarded to the Budget Office, Washington, D. C. so as to arrive not later than fifteen days before the beginning of the quarter, i.e., 15 June, 15 September, 15 December and 15 March.
2. The report must show estimated obligations for the remaining quarters in the fiscal year, i.e., the 15 June report will show estimates for the entire fiscal year, the 15 September report for the remaining three quarters, the 15 December report for the last two quarters, and the 15 March report for the last quarter.
3. If during the period the financial activities should change so as to materially affect the Report of Estimated Obligations already submitted, a revised report should be prepared and submitted. The revised report should be supported by a Request for Change in Allotment, Form No. 32-7.
4. Estimated obligations should be based on past experience and records and should include all obligations anticipated to be incurred. Do not include estimated obligations for requisitions on the Services Office, Washington, D. C. for supplies and materials to be delivered from Washington.
5. Any unusual fluctuations in the obligation amounts should be explained in the space for "Remarks".

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